



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

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For action

## REQUEST FOR APPROVAL OF HOSPITALITY EXPENDITURES DURING THE COVID-19 EMERGENCY

For the President

### ISSUE

The purpose of this briefing note is to seek the President's approval to permit Executives to provide reasonable hospitality for CBSA employees, currently delivering critical services to Canadians in support of government emergency operations. The nature of these services requires CBSA employees to be present on-site, during the COVID-19 pandemic, in a large number of locations across the country. The services provided by these on-site employees are key for CBSA to conduct operations effectively, and so it is reasonable to provide some flexibility to help staff operate more efficiently and safely during this time.

### BACKGROUND

As per the Treasury Board *Directive on Travel, Hospitality, Conference and Event Expenditures (THCEE)*, hospitality can be provided to public servants in instances where there are no nearby or appropriate facilities to obtain refreshments or meals, and in instances where their presence is necessary for operational requirements beyond normal working hours.

Considering the current pandemic environment and government restrictions, many of the regular service providers are not currently operating, thus making it more difficult for critical employees to have access to food and beverages, in their surrounding work locations. This additional flexibility will also help limit the movement and exposure of employees to risks in visiting public locations, and assist our staff in respecting the restrictions put in place by public health officials.

### CONSIDERATIONS

As per the Agency's Delegation of Financial Signing Authorities Matrix, Director Generals (including Regional Director Generals) and Vice-Presidents have already been delegated authorities to approve hospitality expenditures up to \$3,000 and Directors up to \$1,000 (refer to Annex A). Therefore, no additional delegations from the Minister are required.



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Although hospitality is not intended to serve as a recognition mechanism, we will be offering some flexibility during the COVID-19 pandemic as another way of helping to protect the health and well-being of our employees, while ensuring the ability of the Agency to keep delivering on its mandate.

To ensure consistency across the Agency, the following conditions are proposed:

- From March 1, 2020 and until further notice, regions and branches will be authorized to offer reasonable hospitality to critical employees, having to work on-site;
- The total hospitality expenditures per region and branch will be limited to a maximum of \$3,000 per month;
- As usual, supporting receipts will need to be submitted in CAS together with the claim, in order for hospitality to be reimbursed;
- Employees provided with hospitality, which is equivalent to a full meal, would not be entitled to claim that meal as part of their overtime request or travel requests, if applicable;
- No alcoholic beverages are allowed;
- The RDGs and Directors approving the individual hospitality requests must ensure they respect their delegated limit as per the approved matrix (refer to Annex A).



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## RECOMMENDATION

I seek your approval to allow delegated managers, across the Agency, to provide reasonable hospitality to CBSA's critical employees, on a temporary basis during the COVID-19 emergency situation.

If you agree with this recommendation, we will communicate the conditions to all regions and branches through the COVID-19 Internal Task Force. Controls measures will also be put in place to ensure regions and branches keep records of all hospitality provided and submit a summary report to the CFO's office on a monthly basis.

### **President's response**

I approve

I do not approve

A handwritten signature in black ink, appearing to read "John Ossowski".

April 14, 2020

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John Ossowski

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Date

### **ATTACHMENT**

1. Annex A - CBSA's Delegation of Financial Authorities for Hospitality

### **Approved by:**

**Vice-President:** Jonathan Moor, 613-948-8604, signature ***Jonathan Moor***

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## Annex A

### CBSA Delegation of Financial Authorities - Hospitality

Delegated Authorities for Column 5, Hospitality (Table 1):

ACCOUNTABILITY LEVEL	GENERIC POSITION	AREA OF AUTHORITY	MATRIX	LIMIT
<b>OPERATIONAL AUTHORITIES</b>				
IA	President	Agency	R	10,000
IB	Executive Vice President	Agency	R	3,000
II	Vice President and Associate Vice President	Own Organization	R	3,000
III	Director General (Including Regional Director General)	Own Organization	R	3,000
IV	Director	Own Organization	R	1,000
<b>FUNCTIONAL AUTHORITIES</b>				
II	Vice President, Comptrollership	Agency	R	3,000
III	Agency Comptroller	Agency	R	3,000
IV	Director, Corporate Accounting/Director, Revenue Accounting	Agency	R	1,000

All authorities have been delegated in accordance with the applicable policies and within the available funds of the relevant budget.